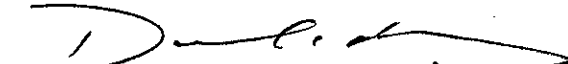




## King County

Office of Information  
Resource Management

### Information Technology Governance Policies, Standards and Guidelines

Title	Document Code No.
<b>Public Facing Domain and Sub Domain Policy</b>	ITG-P-09-01
Chief Information Officer Approval	Effective Date.
	2-25-09

#### 1.0 PURPOSE:

This policy establishes KingCounty.gov as the King County default standard domain name for internet publishing and establishes a policy for the use of KingCounty.gov sub domains.

#### 2.0 APPLICABILITY:

This policy is applicable to all King County Workforce Members and Organizations. This policy applies to technology considerations, as well as communications-related considerations such as; branding, message, style, relevancy, currency, and accuracy.

#### 3.0 REFERENCES:

3.1 Information Technology Policy and Standards Exception Request Process

#### 4.0 DEFINITIONS:

- 4.1 **Domain Name:** Internet domain names are used in a variety of contexts for identification, reference, and access to Internet resources.
- 4.2 **Domain Name System (DNS):** DNS is a hierarchical naming system for computers, services, or any resource participating in the Internet. It associates information with domain names assigned to such participants. Most importantly, it translates humanly meaningful domain names to the numerical (binary) identifiers associated with networking equipment for the purpose of locating and addressing these devices worldwide.
- 4.3 **Organization:** Every county office, every officer, every institution, whether educational, correctional or other; and every department, division, board and commission.

- 4.4 Sub Domain Name:** A sub domain is a domain that is part of a larger domain. For example info.kingcounty.gov or mail.kingcounty.gov. Info and Mail represent sub domains of the original domain.
- 4.5 Web Site:** A collection of Web Subsites and their linked Web pages having a single central Home Page, shared domain, and logical structure, supporting specific sets of services, Organizations, and/or audience needs. The King County Web site at [www.kingcounty.gov](http://www.kingcounty.gov) is a Web site.
- 4.6 Workforce Member:** Employees, volunteers, and other persons whose conduct, in the performance of work for King County, is under the direct control of King County, whether or not they are paid by King County. This includes full and part time elected or appointed officials, employees, affiliates, associates, students, volunteers, and staff from third party entities who provide service to King County.
- 4.7 Public-facing:** Any King County generated internet content or DNS entries that are available or resolvable to the general public.

## **5.0 POLICY:**

- 5.1** The Office of Information Resource Management (OIRM) shall be the owner of the countywide public-facing Domain Name System (DNS), including all public-facing domain and sub domain entries.
- 5.2** Kingcounty.gov shall be the default standard domain name as of Jan. 1, 2009.
- 5.3** Workforce Members and Organizations shall use existing approved King County domains and sub domains for all Internet Web Publishing.
- 5.4** All public facing domains or sub domains that exist before Jan. 1, 2009 are automatically exempted from this policy.

## **6.0 EXCEPTIONS:**

Any Organization seeking an exception to this policy must follow the **Information Technology Policy and Standards Exception Request Process** using the Policy Exception Request Form, using an application exception. This form can be found on the Office of Information Resource Management policies and procedures Web page at <http://kcweb.metrokc.gov/oirm/policies.aspx>.

## **7.0 RESPONSIBILITIES:**

- 7.1** OIRM is responsible for the operations, maintenance, and technical support for the county's public-facing DNS system.

- 7.2** OIRM is responsible for providing public-facing DNS support services for King County government.
- 7.3** OIRM is responsible for support tools and services for managing public-facing DNS.
- 7.4** King County departments/agencies are responsible for informing their employees of this policy.